



Position Description

Title:	Adviser / Senior Adviser Agricultural Compounds
Business Unit:	New Zealand Food Safety
Directorate:	Assurance
Reports to:	Team Manager Assessments Agricultural Chemicals
Location:	Wellington
Approved by:	Director Assurance
Date:	June 2024

Let us introduce ourselves

Ko wai mātou

[New Zealand Public Service Commission](#)

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

[Ministry for Primary Industries \(MPI\)](#)

The Ministry for Primary Industries works to safeguard New Zealanders' way of life well in the future. To ensure this, we have a vision where New Zealand is the world's most sustainable provider of high-value food and primary products. Our organisational strategy sets the direction we need to take to achieve this vision and ensure the success of the food and primary industries for the benefit of all New Zealanders. For more information on our current strategy, see [Our Strategy](#).

As we deliver on our key outcomes of Prosperity (Tōnuitanga), Sustainability (Kauneke Tauwhiro), Protection (Whakangungu), and Visible Leadership (Ngā Manukura), we work hard to deliver for New Zealand. Using our key working styles, we always strive to be open, agile, engaging, and proactive.

Our commitment to Diversity and Inclusion

To mātou kaingākau mo ngā rerekētanga me te tāpītanga

At MPI we *respect* the individual and want everyone to feel they can bring their whole selves to work every day. For more information on what Diversity and Inclusion looks and feels like at MPI, refer to - [Our Diversity and Inclusion](#)

Purpose of the position

The Adviser / Senior Adviser Agricultural Compounds is primarily responsible for undertaking evaluation of scientific data, and preparing regulatory reports using risk management principles for the purposes of authorising agricultural compounds (including veterinary medicines, agricultural chemicals and vertebrate toxic agents) under the Agricultural Compounds and Veterinary Medicines (ACVM) Act. In addition, the adviser / senior advisor is responsible for contributing to key work programmes and the development and implementation of standards, policies, and systems related to the regulation of agricultural compounds under the ACVM Act.

The Adviser / Senior Adviser is a technical liaison for veterinary medicines, agricultural chemicals and vertebrate toxic agent organisations and industry bodies, and represents MPI on ACVM related topics.

Principal responsibilities/key result areas

- Evaluation of scientific data and preparation of regulatory reports using risk management principles for the purposes of authorising agricultural compounds under the ACVM Act 1997 (the Act).
- Contributing to work programmes and development and implementation of policies, guidelines, standards and communications to facilitate the administration of the Act by providing technical advice, leadership and support.
- Informing the development of the ACVM work programme and responding to the needs of the primary sector through the establishment of relationships with industry bodies, government agencies and international organisations.
- Responding to the needs of the Ministry and the primary sector by providing leadership and specialist technical advice.
- Supporting, maintaining and improving the regulatory programme through the analysis of and reporting on outcomes and deliverables.

Senior Advisers will also be expected to:

- Lead the relationship with other Government Departments and sector organisations to support further development and implementation of the service;
- Coach and mentor team members to ensure team performance is enhanced and development opportunities are maximised; and
- Peer review work of team members to ensure opportunities for improvements are identified and implemented.

General

Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
Director Assurance	For guidance on process, intellectual leadership, strategies, work programmes, individual development and management support
Manager ACVM	For guidance on process, intellectual leadership, strategies, work programmes, individual development and management support
Team Manager Assessments	- Provide advice and guidance on the development and implementation of standards, policies, and systems related to the regulation of agricultural compounds under the ACVM Act. - Seek guidance on process, intellectual leadership, individual development and management support. - Seek guidance and direction on delivery of work programme, key milestones, issues, risks and mitigations.
Other team members	- Share information, technical advice and discussions - Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes. - Influence and persuade people to obtain agreement where there are conflicting interests.
Internal stakeholders	- Share information, technical advice and discussions - Communicate and consult on strategies and operations, as detailed in the work programme
Other managers, teams within MPI	- Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes - All MPI Business Groups, in particular Animal & Animal Products, Science and Risk Assessment and those groups within the Verification & Systems stream. In addition MPI Biosecurity.
Response leaders and managers	- Participate in responses, reporting to response line manager as detailed in response role description - Carry out all response activity based on MPI mandated processes and

	systems
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External	Nature of the relationship
Other Government agencies; not exclusively Ministry of Health, the Environmental Protection Authority (EPA)	To facilitate active collaboration, build knowledge, and capture sector and trade knowledge as inputs to work e.g. industry groups; business leaders. Communicate with MOH & EPA notifying applications and issues as appropriate.
Sector or Industry contacts nationally and internationally; not exclusively New Zealand ACVM food and food related sector stakeholders & Australian regulators	- To facilitate active collaboration, build knowledge, and capture sector and trade knowledge as inputs to work e.g. industry groups; business leaders. - Providing guidance, support, technical advice and assessment services.

Dimensions of the position

Financial responsibility

MPI operating expenditure	By agreement with your manager and in accordance with the annual budget.
Non-departmental expenditure	By agreement with your manager and in accordance with the annual budget.
Capital expenditure	By agreement with your manager and in accordance with the annual budget.

Freedom to act

The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.

Non-Departmental Financial delegations (as approved by the Minister from time to time for specific programmes).

Expenditure within approved budget and delegated authority.

Planning, prioritising and deploying all resources within the defined area of responsibility.

Security clearance

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check.
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Education, skills and experience

Qualifications	Essential • A degree in agricultural, biological or chemical sciences or equivalent degree in environmental or food science. Desired • A post-graduate qualification in a relevant area.
Experience and knowledge	Essential • Technical knowledge in veterinary medicine, agricultural or horticultural sciences, chemistry and/or manufacturing. • Know and understand the concepts and practices for gathering, organising, and communicating information. This includes being able to apply an analytical framework and quickly understand the nature of technical issues and problems, identify a range of possible solutions (including their implications), form conclusions and provide advice. • Practical industry experience in a related field. Desired • Knowledge of the principles of the ACVM Act 1997 and of the associated products, processes, manufacturers and marketing and that of the associated servicing sectors. • Knowledge of and experience in Risk Management principles. • Knowledge and understanding of the contents of the Treaty of Waitangi, Maori values & principles, and experience in their application to the development and implementation of standards.
Skills	Essential • Be able to organise, prioritise, and where applicable, delegate to efficiently accomplish tasks and meet objectives. • Self-motivated learner, quick to adapt • Proficient at preparing and writing technical documents and reports. • Proficient in use of Microsoft Office software. • Know, understand and achieve the principles and standards for effective communication (oral and written) and presentation. • Ability to communicate and resolve complex issues. Desired • Know, understand and apply the concepts and practices of planning, organising and allocating resources to deliver objectives for a defined project. • Be able to organise, prioritise, and where applicable, delegate to efficiently accomplish tasks and meet objectives. • Know, understand and apply the concepts and practices of project and/or team leadership.

Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	• Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	• Shows courage • Shows decisiveness • Acts with integrity
Resilient <i>He Manawaroa</i>	• Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	• Committed and tenacious • Focused on achieving
Self-Aware Learner <i>He Ākonga Kiri Mōhio</i>	• Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
Tikanga Māori <i>Tikanga: the dynamics of doing what is culturally appropriate so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	• Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context <i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i>

CAPABILITIES – specifically relevant to this role	
Works Collaboratively	• Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Plans and organises	• Manages and delivers on work priorities • Purposeful about use of time
Communicates with Impact	• Communicates clearly • Influences others • Communication achieves intended purpose
Written Communication	• Writes clearly and succinctly • Uses correct grammar and spelling • Uses a writing style appropriate to a document's purpose • Meets professional formatting expectations • Uses exemplars and peer review

Customer and Stakeholder Connection	• Thinks about broader context • Knows stakeholders / customers • Consults widely
Industry Awareness	• Relates to industry • Shows commercial nous
Inquiring and Analytical	• Thinks analytically and critically • Displays curiosity • Shows awareness, and minimises impact of bias
Judgement and Decision-Making	• Considers options and likely consequences • Able to give rationale for decisions • Is able to make decisions in uncertain situations • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters

GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS	
Quality focus	• Follows set processes • Ensures details are correct • Checks that work meets all required standards
Solves Problems	• Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs

RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles